

PUBLICATIONS

Brigade

Proponent for Inspection: MILPO

Unit Inspected:

Point of Contact:

Unit Phone Number.:

Date of Inspection:

Inspector's Name:

Inspector's Phone Number:

Unit Overall Rating: **T** **P** **U**

REFERENCES: A. AR 25-30, 27 March 2006 B. AR 25-33, 15 September 1996 C. DA Pam 25-40, Published Quarterly

Standards: "T" = 90% success rate of evaluated tasks with no failed critical tasks. "P" = 70% success rate of evaluated tasks with no failed critical tasks. "U" = less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA	LEVEL	GO	NO GO	REMARKS
1. Has a functional manager been designated to manage the functions of publications control? AR 25-30 Does the unit have an account with USAPA?	Brigade			
2. Does the unit have access to the current publications required to manage the account? DA Pam 25-40	Brigade			
3. CRITICAL: Does the unit have a system in place for effectively managing their publications account? DA Pam 25-33	Brigade			
4. Do local publications duplicate or conflict with information or instructions in DA publications? DA Pam 25-40	Brigade			
5. Are supplements to higher headquarters' regulations sent through command channels to the proponent for review and approval before being issued? AR 25-30	Brigade			
6. Is the information submitted on DA Form 12-R (Request for Establishment of a Publications Account) and DA Form 12-99-R (Initial Distribution (ID) Requirements for Publications) changed when needed and reviewed twice yearly? DA Pam 25-33	Brigade			
7. Does the Brigade Publications Officer have documentation on the inspections conducted on each subordinate activity within the last year IAW OIP concept? (i.e., brigade inspects battalion, battalion inspects company, etc.) FLW 1-201	Brigade			

Additional Comments: